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ABSTRACT

As required by Title 5 of the Administrative Code, this report provides information on approvals of community college courses and programs by the Chancellor of the California Community Colleges. First, background is provided, outlining the provisions of Title 5 with regard to the standards and criteria for credit, non-credit, and community service courses and classes. Next, the processes are outlined by which courses not forming part of an approved educational program are reviewed and by which educational programs are submitted to the Chancellor's Office for review after prior approval by local boards of trustees. The following section presents information on credit course and program approvals during 1981-82 by program area and taxonomy of program categories. Next, information on non-credit course approvals during 1981-82 is provided, and the changes in the numbers of approved non-credit courses between 1977 and 1982 are detailed. Then, a summary is provided of activity in the area of community service classes, which are not required to have the approval of the Chancellor's Office. This section displays information on the total number of avocational classes, recreational classes, seminars, lecture series, forum series, workshops, conferences, and professional and occupational in-service classes. Changes in the number of community service classes offered between 1977 and 1981 are indicated. Finally, revised procedures for course and program approval are briefly outlined. (HB)

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Board of Governors of the
California Community Colleges
October 28-29, 1982

Title: Annual Report: Program and Course Approvals

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Program Evaluation and Approval

Summary

Provisions of Title 5 of the Administrative Code require each course and program offered by a community college to be submitted to the Chancellor for prior approval, and require the Chancellor to report what action he has taken with regard to approvals to the Board of Governors.

This annual report consists of a brief explanation of the current approval process and a summary of approval activity in the areas of credit programs, credit courses, and noncredit courses.

For the first time, the item also includes a summary of activity in the area of community services classes.

JC 820 461

Background

Section 55100 of Title 5 specifies that each course which is not part of an approved educational program must be submitted to the Chancellor for approval before it is offered by a community college. Section 55130 of Title 5 specifies that a proposed educational program must be submitted to the Chancellor before it is offered by a community college. A "course" is defined as an organized pattern of instruction on a specified subject offered by a community college. An "educational program" is an organized series of courses leading to a defined objective, a degree, a certificate, a diploma, or transfer to another institution of higher education. A "class" is a community services offering. (T/5 Sec. 55000). A credit course, a noncredit course, and a community services class are defined in Title 5 as follows:

*55002. Standards and Criteria for Courses and Classes.*

*(a) A credit course is a course which, at a minimum:*

*(1) Is recommended by the responsible college officials and the academic senate or other appropriate faculty body as being of appropriate rigor and has been approved by the local district governing board as a collegiate course meeting the needs of the students eligible for admission.*

*(2) Is taught by a credentialed instructor.*

*(3) Is offered as described in an outline and/or curriculum guide in official college files. That outline and/or curriculum guide shall specify the unit value, scope, objectives, content, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.*

*(4) Is taught in accordance with a set of instructional objectives common to all students.*

*(5) Provides for measurement of student performance in terms of the stated course objectives and culminates in a formal recorded grade based upon uniform standards which is permanently recorded and is available as an official student evaluation.*

*(6) Grants units of credit based upon a specified relationship between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline.*

*(7) Only those students who have met the prerequisites for the course are enrolled.*

*(8) Allows repeated enrollment only as permitted by provisions of Division 2 (commencing with Section 51000 of this part).*

*(b) A noncredit course is a course which, at a minimum:*

*(1) Is approved by the local district governing board as a course meeting the educational needs of the enrolled students.*

*(2) Is taught by a credentialed instructor. A supplementary lecturer need not hold a credential if he or she lectures fewer than four times in a semester or quarter.*

*(3) Treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement appropriate for the enrolled students.*

*(4) Is conducted in accordance with a course outline and/or curriculum guide in official college files. That outline and/or curriculum guide shall specify the scope, objectives, content, instructional methodology, and methods of evaluation for determining whether the course objectives have been met.*

*(c) A community services class at a minimum:*

*(1) Is approved by the local district governing board.*

*(2) Is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein.*

*(3) Provides subject matter content, resource materials, and teaching methods appropriate for the enrolled students.*

*(4) Is conducted in accordance with a predetermined strategy or plan.*

*(5) Is open to all members of the community.*

*(6) Attendance in community services classes may not be claimed for apportionment purposes.*

Approval Process

Courses not part of an approved educational program are submitted to the Chancellor's Office on forms provided. These applications are reviewed for appropriateness of content (including level equivalent to 13th or 14th grade), consistency with the accepted goals of the community colleges, and compliance with other appropriate regulations.

Educational programs are submitted to the Chancellor's Office after approval by the local Board of Trustees. The application requires that the following information be provided:

*55130. Approval of Credit Programs.*

*(a) Before offering any course as part of an educational program at a college, the governing board of a district shall obtain approval of the educational program from the Chancellor in accordance with the provisions of this article. Approval shall be requested on forms provided by the Chancellor.*

*(b) The application for approval shall contain at least the following:*

*(1) The name of the proposed program.*

*(2) The description of the proposed program.*

*(3) The purposes and specific objectives of the proposed program.*

*(4) The place of the proposed program in the district master plan.*

*(5) An explanation of whether the program is appropriate to the objectives and conditions of higher education and community college education in California and whether it conforms to statewide master planning.*

*(6) The need for the proposed program ascertained with regard to at least the following factors:*

*(A) Other community colleges in the area currently offering the program.*

*(B) Other programs closely related to the proposed program offered by the college.*

*(C) Relation of the proposed program to job market analysis.*

*(D) Enrollment projection for the proposed program.*

*(E) Recommendations of area vocational master plan committees when applicable.*

*(F) The classification of the courses in the program in accordance with Section 55001.*

*(7) The need for and present adequacy of the following resources shall be determined in relation to the proposed program:*

*(A) Library resources.*

*(B) Facilities and equipment required to initiate and sustain the program. If a new facility is to be used, reference should be made to the five-year master plan.*

*(C) Availability of adequate or proposed financial support.*

*(D) Availability of faculty.*

*(c) The development, establishment and evaluation of an education program shall include representative faculty involvement.*

Each proposed educational program is reviewed by at least three members of the Chancellor's Office professional staff.

All proposed programs recommended for approval by the Chancellor's Office are submitted to the California Postsecondary Education Commission for review. The Commission staff reviews the program within 60 days and expresses concurrence or nonconcurrence with the recommendation of the Chancellor's Office. In some cases the Commission staff requests additional information.

The Chancellor may approve an educational program which has not been concurred in by the staff of the Commission.

## Credit Course and Program Approvals During 1981-82

During the 1981-82 academic year, 69 applications for proposed educational programs and 76 applications for proposed courses were received. Of those, 63 educational programs and 76 courses were approved. It was frequently necessary to return approval requests for both programs and courses to colleges for additional information or revision. Our staff and the CPEC staff have both emphasized the importance of information concerning articulation with other colleges, evidence of student interest, employment possibilities, and the need for new equipment or facilities.

Table 1 is a list of the programs and courses which were approved during 1981-82 in the 0700 (Computer and Information Science) and the 0900 (Engineering and Related Fields) Taxonomy of Programs categories. For that year, 31 percent of the new programs approved and 33 percent of the new credit courses approved were included in those categories. It is anticipated that the 0700 and the 0900 categories will continue to expand at the present or faster rate in the future, especially as the need for computer literacy increases. Because most community colleges have well developed programs in other fields and because they are experiencing a period of scarce resources, it is not anticipated that the overall number of applications for approval of new programs or courses will increase in the next few years.

TABLE 1

Titles of Approved Courses in the
0700 and 0900 TOP Categories (1981-82)

| Programs | | Courses | |
|---|---|---|---|
| 0701.00 | Computer *Info System | 0703.00 | Data Processing |
| 0701.00 | Computer Operations | 0703.00 | Computer Concepts (8 courses) |
| 0701.00 | Computer Information | 0704.25 | Pascal Programming |
| 0704.00 | Computer Programming | 0704.98 | Selected Topics in Computer Science |
| 0704.00 | Data Processing | | |
| 0730.00 | Computer Technology | 0925.30 | Electrical |
| | | 0925.50 | Piping Technology |
| 0901.00 | Engineering, General | 0925.50 | Control Systems |
| | | 0925.50 | Structural |
| 0901.03 | Custom Sewing & Alteration | | |
| 0934.90 | Electrical Maintenance | 0943.00 | Measurement Science (3) |
| 0935.00 | Business Machine | | |
| 0936.00 | Printing Lithography | 0945.12 | Domestic Water Heating |
| 0945.00 | Solar Energy Technology | | |
| 0948.10 | Auto Technology | 0952.00 | Resilient Flooring (3) |
| 0952.10 | Carpentry | | |
| 0952.30 | Plumbing | 0956.70 | Fiberoptics (3) |
| 0953.00 | Drafting Technology | | |
| 0956.80 | Quality Assurance Technology | | |
| 0956.50 | Welding Technology | | |
| 0957.20 | Construction Inspection | | |
| 0958.00 | Solid Waste Management Technician | | |

Table 2 displays the numbers of courses and programs approved since the 1977-78 academic year. The number of program approval requests received during that period has remained relatively constant. The number of applications for programs in the 0900 (Engineering and Related Fields) category has remained the largest since 1978. A significant decrease in the number of course applications has been noted since the 1978-79 academic year. It is likely that a combination of the effects of Proposition 13, the growing maturity of the college programs, and the increasing rigor of standards for credit courses has caused this decline.

TABLE 2

California Community Colleges
Approved Programs, Credit Courses
For Calendar Year 1977 Through 1981

| TOP | Discipline | Programs | | | | | Credit Courses | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1977 | 1978 | 1979 | 1980 | 1981 | 1977 | 1978 | 1979 | 1980 | 1981 |
| 0100 | Ag & Nat Res | 4 | 4 | 2 | 0 | 1 | 8 | 9 | 1 | 0 | 0 |
| 0200 | Arch & Env Des | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 |
| 0400 | Biological Sci | 2 | 1 | 1 | 1 | 3 | 5 | 4 | 1 | 2 | 0 |
| 0500 | Bus & Mgmt | 7 | 8 | 9 | 12 | 7 | 12 | 40 | 10 | 0 | 6 |
| 0600 | Communications | 2 | 3 | 1 | 1 | 1 | 5 | 6 | 4 | 0 | 3 |
| 0700 | Computer & Info Sci | 0 | 2 | 1 | 2 | 6 | 1 | 8 | 0 | 0 | 11 |
| 0800 | Education | 9 | 1 | 6 | 1 | 0 | 0 | 37 | 0 | 2 | 4 |
| 0900 | Engin & Related Tech | 8 | 12 | 14 | 13 | 14 | 16 | 36 | 3 | 8 | 14 |
| 1000 | Fine & Applied Arts | 4 | 9 | 1 | 6 | 1 | 6 | 12 | 0 | 1 | 2 |
| 1100 | Foreign Language | 1 | 0 | 1 | 5 | 2 | 25 | 3 | 5 | 16 | 4 |
| 1200 | Health | 8 | 3 | 5 | 3 | 6 | 2 | 9 | 9 | 3 | 4 |
| 1300 | Cons Ed & Home Ec | 7 | 6 | 5 | 3 | 2 | 17 | 21 | 0 | 1 | 2 |
| 1400 | Law | 1 | 0 | 1 | 2 | 1 | 1 | 1 | 0 | 0 | 3 |
| 1500 | Letters | 3 | 1 | 0 | 1 | 4 | 6 | 16 | 11 | 0 | 1 |
| 1600 | Library Sci | 0 | 1 | 1 | 1 | 0 | 3 | 1 | 1 | 0 | 1 |
| 1700 | Math | 1 | 0 | 0 | 1 | 1 | 1 | 22 | 1 | 0 | 0 |
| 1800 | Military Science | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1900 | Physical Science | 2 | 3 | 2 | 1 | 4 | 9 | 12 | 2 | 3 | 2 |
| 2000 | Psychology | 1 | 0 | 2 | 2 | 0 | 4 | 4 | 1 | 3 | 1 |
| 2100 | Public Affairs | 9 | 2 | 1 | 4 | 1 | 8 | 2 | 0 | 1 | 0 |
| 2200 | Social Science | 2 | 4 | 1 | 0 | 4 | 18 | 2 | 9 | 17 | 7 |
| 3000 | Commercial Services | 3 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4900 | Interdisciplinary | 0 | 0 | 0 | 0 | 2 | 32 | 0 | 3 | 1 | 10 |
| 5300 | Apprenticeship | 3 | 2 | 3 | 2 | 3 | 0 | 5 | 10 | 1 | 1 |
| TOTALS | | 78 | 63 | 58 | 62 | 63 | 214 | 252 | 71 | 59 | 76 |

## Noncredit Course Approvals During 1981-82

During the past year, 1981-82, the major effort of the Chancellor's Office in the noncredit area was not in approving new noncredit courses but in reducing the courses already approved in the state data bank by declaring almost 1,500 or 13 percent of them as ineligible for state apportionment. Only a few new noncredit courses were approved statewide in the past year--at most, two hundred. The major effort of cutting back noncredit courses resulted from a mandate of Education Code Section 84641 in AB 1626, Statutes of 1981, which reduced noncredit offerings eligible for state funding to nine subject matter areas. The growth or decline of noncredit offerings eligible for state funding in community colleges in the past few years is a direct function of legislative action.

Table 3 shows the total number of noncredit courses that were offered by community colleges statewide for each of the past five academic years, and the percent change each year.

The significant drop in the number of approved noncredit courses in 1978-79 as displayed in Table 3 resulted from the passage of Proposition 13. The Legislature implemented Proposition 13 with the passage of SB 154, Statutes of 1978, which severly restricted noncredit courses to a limited number of categories. As a consequence, 3,681 noncredit courses became ineligible for state apportionments.

The increases during the years 1979-80 and 1980-81 resulted from the passage of AB 8, Statutes of 1979, which permitted full state apportionment for all noncredit courses. The total number of approved noncredit courses at the end of that two-year period exceeded the number approved in 1977-78 before the passage of Proposition 13.

During these same two years, 1979-81, the Legislature had severely restricted both the types of courses and the funding in the K-12 Adult Schools. This inequity between the Adult Schools and the Community Colleges generated a great deal of rivalry between the two systems. As a consequence, the Legislature mandated the formation of a Commission on Adult Education Policy on September 1980 to study the issues and make recommendations to the Legislature. The "Behr Commission" Report, submitted to the Legislature April 1, 1981 recommended essentially the establishment of parity of funding and programs between the two systems.

Acting on the recommendations of the Adult Education Policy Commission, the Legislature in AB 1626 and AB 1369, Statutes of 1981, limited the noncredit offerings eligible for state funding in the community colleges to nine specific areas and reduced community college funding for any growth to $1,100 per ADA. The bill further removed from the apportionment base of a community college the ADA generated by any noncredit courses offered in 1979-80 which were not eligible in 1980-81. The total loss to the community colleges from this operation was a little over four million dollars.

The restriction of noncredit course eligibility to nine limited program areas in 1981-82 resulted in the ineligibility for funding of 1,496 noncredit courses, or a decline of 12.9 percent.

TABLE 3

Total Number of Approved Noncredit Courses Statewide
1977-1982

| Year | No. of Courses | Change | Percent Change |
|---|---|---|---|
| 1977-78 | 10,782 | | |
| 1978-79 | 7,095 | - 3,681 | - 34 |
| 1979-80 | 8,928 | + 1,833 | + 25.8 |
| 1980-81 | 11,563 | + 2,635 | + 29.5 |
| 1981-82 | 10,067 | - 1,496 | - 12.9 |

Table 4 indicates that only twenty colleges offer noncredit courses in the areas of adult basic education, high school diploma, English as a second language and citizenship. Since these functions are the primary responsibility of high school and unified school districts in accordance with EC 8530 and 9531, it can be seen that only a few community colleges have been assigned these functions by mutual agreement from secondary school districts, and the number of such colleges has not changed in five years.

The second line of this table shows that the great majority of statewide noncredit courses are offered in the community colleges that have been assigned the responsibility for adult education by a unified school district. This item also shows that the percentage of noncredit offerings in those twenty colleges in relation to total noncredit courses statewide has dropped each year since 1976. The drop indicates that both the number of colleges offering some noncredit courses and the number of courses offered by those colleges has increased in relation to the twenty colleges offering a full noncredit spectrum.

The next line, showing the number of noncredit courses offerings each year by these twenty colleges, reflects the rise and decline of the courses in accordance with the legislative actions described in Table 2.

The last two lines show the number of colleges offering some noncredit courses, and the number offering no noncredit courses. Since 1978-79, there has been a slight annual increase in the number of colleges offering noncredit courses. Colleges entering the noncredit area generally offer a minimal number of courses during the first year or two of operation of this program.

TABLE 4

| | 1977-78 | 1978-79 | 1979-80 | 1980-81 | 1981-82 |
|---|---|---|---|---|---|
| Number of colleges offering the full spectrum of noncredit courses | 20 | 20 | 20 | 20 | 20 |
| Percentage of noncredit course offerings by these twenty colleges in relation to total noncredit courses statewide | 80% | 76% | 73% | 67% | 64% |
| Number of noncredit course offerings by these twenty colleges | 8,625 | 5,407 | 5,894 | 7,734 | 6,423 |
| Number of community colleges offering some noncredit courses | 64 | 59 | 63 | 67 | 69 |
| Number of community colleges offering no noncredit courses | 43 | 48 | 44 | 40 | 38 |

Community Service Classes*

The community services classes represented in totals displayed in Table 5 include avocational classes, recreational classes, seminars, lecture series, forum series, workshops, conferences, and professional and occupational in-service classes. The year 1977-78 was the last year in which most districts supported community services classes and activities from the local permissive property tax of $.05 per $100 of assessed valuation. With this local property tax support a total of 10,358 community services classes were offered statewide in 1977-78.

TABLE 5

Number of Community Services Classes
(1977-1981)

| Year | No. of Classes | Change | Changes |
|---|---|---|---|
| 1977-78 | 10,358 | | |
| 1978-79 | 12,652 | + 2,294 | + 22 |
| 1979-80 | 14,831 | + 2,179 | + 17 |
| 1980-81 | 7,505** | - 7,324 | - 49 |

**Extrapolated to 106 colleges based on a sample of twenty colleges reporting to the Community Service Association in 1981-82.

The passage of Proposition 13 in June 1978 eliminated all local permissive property taxes including the community services tax. As a consequence of the total loss of any tax support for community services commencing in June 1978, districts were forced to resort to a combination of an increase in fees, in most cases charging fees sufficient to finance the classes with no local general fund support, and an increase in the number of community services offerings in order to generate sufficient revenue to maintain community services programs. This accounts for the 22 percent increase in the number of community services classes in 1978-79 and an additional 17 percent increase in 1979-80.

The number of community services classes shown for 1980-81 is based on the reports of only 20 colleges, as reported to the Community Services Association. The data of these 20 colleges for 1980-81 were accurately matched with the 1979-80 data from the same colleges and were then extrapolated to the total 106 colleges. The result showed a 49 percent decrease in the number of community services classes in the 20 colleges.

*Although districts are not required to have the approval of the Chancellor's Office for community services classes, information about those classes is included in this item because a significant number of credit courses were moved to this curriculum area in 1982-83.

Several factors may account for the large 49 percent decrease on the reported number of community services classes in 1980-81. The sample of 20 colleges may not accurately reflect the community services offerings of all 106 colleges. The reports to the Community Services Association on a voluntary basis may not have been made with the same care as previous reports officially required by the Chancellor's Office. The decrease is so significant, however, that it points to the operation of other factors. Economic factors could play a major role in the decline of constituents' ability to pay ever-increasing community services fees.

## Revision of Course and Program Approval Procedure

Guidelines recently published by the California Postsecondary Education Commission require that our procedure for the approval of educational programs be revised. Under the new procedure colleges would submit one-page summaries of projected programs at least two years in advance of the proposed date of implementation. Those summaries will be reviewed by the Chancellor's Staff for compliance with existing criteria specified in Title 5. If the staff determines that there is an objection to the introduction of any program, the college will be advised. The college may either revise the program summary or may submit the full documentation, as presently required, for further review. If the staff determines that there is no objection to the proposed program, the summary will be forwarded to the California Postsecondary Education Commission for review. If the staff of the Commission questions the need for a program, the college may submit a revised summary or may submit full documentation as presently required. If neither the Chancellor's or the Commission staff question the establishment of a proposed program for two consecutive years on the basis of the information contained in the program summary, the college may establish the program without further application and the program will be entered on the Inventory of Approved Educational Programs.

In the future, the program summaries will be included as a part of a district's comprehensive master plan and annual updates.

It is anticipated that this new procedure will reduce significantly the amount of time and effort presently devoted to the approval of educational programs. The staff is working closely with the Commission staff in the implementation of the new approval process.

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